# ***Phase 1: Goal Setting & Development Planning, People Manager Checklist***

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| **Action**  | **Questions / Needs / Concerns** |
| **Planning*** Share the purpose and value of the Performance Management process; leverage HR Partner as needed
* Share employee preparation steps and deadlines
	+ Review job description of employee, and update as appropriate to ensure alignment between employee role (level of talent) and expectations (goal achievement)
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| **Assessment*** Identify team goals which align to overall functional goals
* Communicate functional and team goals to employees
* Reflect on leadership style feedback (start-stop-continue) gathered during Year End Review process
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| **Calibration*** Provide feedback on employee goals and competencies
* Set clear and concrete expectations for results delivery and competency demonstration
* Discuss development plan with employee
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| **Next Steps*** Receive performance evaluation from employee; review and confirm
* Receive development plan from employee; review and confirm
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